

## BUILDING SERVICE WORKER I

### FUNCTION OF THE JOB

Under supervision to perform work involving the cleaning of buildings and offices, and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Sweeps floors, stairs, and entryways, picking up dirt, stones, and litter.
2. Dry and wet mops floors, and strips and waxes floors using a small buffing machine.
3. Empties waste baskets and recycle containers into carts or bags, and transports to dumpster or collecting points.
4. Cleans and sanitizes toilets, urinals, sinks, bathtubs, showers, tile, water fountains, and mirrors.
5. Dusts desks, windowsills, files, cabinets, counters, paneling, chairs, registers, ledges, blinds, vents, and baseboards.
6. Washes windows, doorway glass, glass partitions, and tables.
7. Vacuums and shampoos carpets; empties vacuum cleaners and maintains equipment.
8. Moves furniture and office equipment in order to dust and to scrub and wax floors.
9. Replaces paper products, towels, and soap in restrooms.
10. Restocks supplies on carts and janitor closets.
11. Unplugs sinks or toilets of simple obstructions.
12. Reports maintenance concerns and carpet or upholstery stains to supervisor.
13. Establishes and maintains effective working relationships with co-workers, supervisor, building occupants, and the public.
14. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Working knowledge of the materials, equipment, procedures, and methods used in cleaning buildings and offices.
2. Working knowledge of the operation and care of maintenance equipment and tools.
3. Working knowledge of occupational hazards and safe work practices relating to custodial services.
4. Ability to operate buffers, vacuums and other custodial equipment.
5. Ability to perform manual custodial labor.
6. Ability to understand and carry out oral and written instructions.
7. Ability to establish and maintain effective working relationships with co-workers, supervisor, building occupants, and the public.

#### Training and Experience

1. High school diploma or GED is desirable.